



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Audie Paolo Laconsay** Date of Rating: **January 19, 2026** Date Hired: **October 20, 2025**
Position: **Plant Accountant II**
Location: **Tubao Plant** Department: **Audit Department**
Rating Period: **Dec 19, 2025 - January 19, 2026**
Purpose of Rating: **3rd Month Performance Evaluation**

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

FACTORS	RATING				POINTS
1. KNOWLEDGE OF WORK	Has exceptional knowledge of his own & related work.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks:				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	27
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: Frequently misses deadline or shows difficulty managing time and workload effectively.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks:				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	8
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: Consistently punctual with minimal instances of lateness					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules	No record of accident but w/ 1 infracton against our safety/ housekeeping rules	No record of accident but w/ 2 infracton against our safety/ housekeeping rules	Had an accident or had more than 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL					75

RECEIVED

22 JAN 2026

Previous Challenges and Accomplishments:

Areas of Strengths:

*Demonstrates an eagerness to learn new skill

Areas of Weaknesses / Development:

* Improve time management

*Should improve attention to detail to minimize errors

Rated By : Maryvic Gondangan
Printed Name & Signature

Date : January 19, 2026
(mm / dd / yy)

Acknowledged By:

Employee Name : AUDIE PAOLO S. LACONSAY
Printed Name & Signature

Date : 01/21/26
(mm / dd / yy)

RECOMMENDATIONS:

*Double Check all Documents or Report vs Nav to prevent recurring errors

* Make sure all Active Location in Nav are balanced before finalizing the reports

*Plan ahead to prevent tardiness

for further evaluation after 1 month

Approved by : _____ Date Signed _____

Approved by : _____ Date Signed _____ mm / dd / yy

President's Signature : _____ Date Signed _____ mm / dd / yy

_____ Date Signed _____ mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____ Present Rate: _____
mm / dd / yy

Date Appointed to Present Position: _____

Amount of Increase: _____

Date of Last Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____
mm / dd / yy

Reviewed by:

(Signature)
Human Resource Department

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate